

**BY ORDER OF THE COMMANDER
OF THE 507TH AIR REFUELING WING**

**507TH AIR REFUELING WING
INSTRUCTION 36-2805**



6 JUNE 2011

Personnel

**ENLISTED ANNUAL/QUARTERLY AWARDS
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication

OPR: 507ARW/CCC

Certified by: 507 ARW/CV
(Col Michael F. Mahon)

Supersedes: 507ARWI36-2805,
16 December 2010

Pages: 9

This publication implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. This instruction extends the guidance of Air Force Instruction (AFI) 36-2805, *Special Trophies and Awards*. This instruction applies to all units assigned to the 507th Air Refueling Wing (ARW) to establish guidelines and procedures for the 507th Air Refueling Wing awards program. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Section 857. Privacy Act System of Records F900 AF MPC, *Decorations*, applies. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

1. Participation in the Program. Participating in this program by organizations and personnel assigned or attached to the 507th Air Refueling Wing is mandatory. When all candidates nominations are received from participating organizations, selection boards will be convened to select the outstanding Airman (E-1 thru E-4), Non Commissioned Officer (E-5 thru E-6), Senior Non Commissioned Officer (E-7 thru E-9) of the Quarter and of the Year. In addition, annual selection boards will also include First Sergeant of the Year.

2. Responsibilities.

2.1. Office of the 507 ARW/CCC will:

- 2.1.1. Furnish program direction for Airman, NCO and Senior NCO quarterly and annual program, establish standards criteria, and guidelines for selection; issue administrative guidelines.
- 2.1.2. Notify all organizations assigned or attached to the 507th Air Refueling Wing of all suspense's for the year, as soon as possible, to provide them a roadmap for planning the awards programs for the following year.
- 2.1.3. Coordinate selection board meeting date for the four quarterly boards and the annual board.
- 2.1.4. Obtain appropriate personnel to sit as board members. Board composition will be as outlined in Section 3.
- 2.1.5. Arrange for the appropriate presentation of awards to winners. Quarterly Award winners will be recognized at wing commander's call. Annual Awards will be presented at the 507th Air Refueling Wing Annual Awards Banquet.
- 2.1.6. Ensure the Enlisted Advisory Council (EAC) Secretary has notified the 507 ARW Public Affairs offices of the annual and quarterly winners for the recognition article in the base newspaper and On-Final Publication. The Annual Award winners will continue on and compete at 4AF, for 12 Outstanding Airmen of the Year.
- 2.1.7. Coordinate with community partners and informing them of awards presentation dates and locations.
- 2.1.8. Provide oversight to Top 3, as they are responsible for planning and executing the 507 ARW Annual Awards Banquet.

2.2. Unit of Assignment will:

- 2.2.1. Establish procedures for selection and nomination of a candidate, consistent with established criteria.
- 2.2.2. Ensure individual nominated for awards meet the following requirements:
 - 2.2.2.1. Held the grade of the nomination category for more than half the nomination period.
 - 2.2.2.2. Ensure individual is free from any quality force action which resulted in administrative action or judicial punishment during the nomination period.
- 2.2.3. Each group is eligible to submit one package per category to compete at wing level boards. For this purpose, the groups will be recognized as:
 - 2.2.3.1. Operations Group, OG
 - 2.2.3.2. Maintenance Group, MXG
 - 2.2.3.3. Mission Support Group, MSG
 - 2.2.3.4. Wing Head Quarters, HQ, and Medical Squadron, MDS, combined. **NOTE:** 507 ARW Annual Award program will operate off a fiscal year construct. All annual award winner supervisors's will adjust the AF form 1206 IAW, 12OAY criteria sent from 4th AF.

3. Board Composition:

3.1. Tinker Reserve Enlisted Advisory Council is the selecting board for all quarterly awards.

3.2. Annual awards board will be organized utilizing Chiefs and SNCOs throughout the wing. Board members will be solicited by the Wing Command Chief as needed.

4. Nominations:

4.1. Each group assigned or attached to the 507 Air Refueling Wing will be permitted to nominate one individual for each category for each quarterly and annual award. See paragraph 2.2.3 for clarification.

4.2. The nomination will cover only the period for which the award is submitted and will be prepared using AF IMT 1206. Quarterly nominations will be limited to 13 lines (3 header plus 10 bullet lines). Annual award nominations will be limited to 30 lines (3 header plus 27 bullet lines). The nominations will be prepared using the format in Attachment 1 for the quarterly award and Attachment 2 for the annual awards.

4.3. Groups will submit nominations electronically to the Command Chief by close of business on set date. This is usually set as NLT 1700 hours Saturday of the UTA in the following months for quarterly boards: January; April; July; October, and a later date in Oct for the Annual Awards packages. **NOTE:**A discrepancy in any of these areas will render the nomination package incomplete and therefore unusable. Every effort will be made by the nominees unit of assignment and the office of the 507 ARW/CCC to have the packages corrected by the suspense date. Packages returned to the unit for corrections will not be accepted after the suspense date has passed. ***Any information included in a quarterly or annual award package outside the reporting period will render the package ineligible.***

4.4. **Criteria for Nomination and Selection.** Only those individuals whose duty performance, experience, moral and social qualities, potential and other attributes have been clearly outstanding and of the highest caliber should be nominated. The selection board will use the following as criteria to evaluate the nominees.

4.4.1. Leadership and Job Performance in Primary duties

4.4.2. Significant self-improvement.

4.4.3. Base and Community Involvement

5. Awards, Honors and Courtesies Winners will receive:

5.1. An award appropriately engraved and presented by the wing commander or designated representative, and other awards made available by base and civic organizations.

5.2. The overall annual enlisted award winners for the 507 ARW will receive an award appropriately engraved and presented by the wing commander or designated representative, and other awards made available by base and civic organizations. These individuals will also compete at 4 AF for 12 Outstanding Airmen of the Year.

JEFFERY R GLASS, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Program*, 01 Aug 1997

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

AFMAN 33-363, *Management of Records*, 01 Mar 2008

AF MPC, *Military Decoration*

Adopted Forms

AFIMT 847, *Recommendation for Change of Publication*

AFIMT 1206, *Nomination for Award*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

ARW—Air Refueling Wing

ARWI—Air Refueling Wing Instruction

CCC—Command Chief

CV—Vice Commander

EAC—Enlisted Advisory Council

IAW—In accordance with

NLT—No Later Than

NCO—Non-Commissioned Officer

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

U.S.C.—United States Code

USAFR—United States Air Force Reserves

UTA—Unit Training Assembly

Attachment 2

QUARTERLY AWARD PROGRAM

Figure A2.1. Quarterly Award Program.

NOMINATION FOR AWARD		
AWARD Quarterly Awards Program	CATEGORY <i>(If Applicable)</i> NCO	AWARD PERIOD 1 XXX 07-31 XXX 07
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> SSgt, Doe, Jon K.	SSN <i>(Enter Last 4 Only)</i> 1111	MAJCOM, FOA, OR DRU ACC or AFMC etc.
DAFSC/DUTY TITLE 3AO/Information Manager	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN 884-5555 (405) 734-5555	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Your Unit Info, Example: 72d Mission Support Squadron/DPMA/7460 Arnold St, Ste 224/Tinker AFB/73145		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> Lt Col/Doe, Jane A./DSN 884-5555 (405) 734-5555		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> HEADINGS WILL BE THE FOLLOWING: (13 Lines Including Headings) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (no more than 5 lines) Describe significant leadership accomplishments and how well he/she performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives/techniques developed by the member that positively impacted the unit and/or mission. Include results of AF/MAJCOM/NAF level inspections and/or evaluations. Include awards received (i.e. CGO of the Quarter, Maintenance Professional of the Year, etc.). SIGNIFICANT SELF-IMPROVEMENT (no more than 2 lines) Show how he/she has developed/improved skills related to primary duties (i.e. formal training, OJT, certifications, off-duty education related to primary duties, etc). Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties (i.e. class/course/degree enrollment and/or completion, grade point average). Cite any other relevant training or activity that significantly enhanced his/her value as a military member. BASE AND COMMUNITY INVOLVEMENT (no more than 3 lines) Define the scope and impact of his/her positive leadership and involvement in both the military and civilian community. Include leadership/membership/participation in unit advisory councils, professional military organizations, and events (i.e. President of CGOC, base dining-out committee, member of AFA, Sunday School teacher, etc). Quarterly award nominations are limited to 13 lines (3 heading lines plus 10 bullets) total. The size of font style are preset in Form Filler/IMT (****Do not change these settings,****). No bold or italicized type is allowed. An acronym legend may be included at the bottom of 1206.		

Attachment 3

ANNUAL AWARD PROGRAM

Figure A3.1. Annual Award Program.

NOMINATION FOR AWARD		
AWARD Annual Awards Program	CATEGORY <i>(If Applicable)</i> NCO	AWARD PERIOD 1 Oct XX-30 Sep XX
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> SSgt, Doe, Jon K.	SSN <i>(Enter Last 4 Only)</i> 1111	MAJCOM, FOA, OR DRU ACC or AFMC etc.
DAFSC/DUTY TITLE 3AO/Information Manager	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN 884-5555 (405) 734-5555	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Your Unit Info, Example: 72d Mission Support Squadron/DPMA/7460 Arnold St, Ste 224/Tinker AFB/73145		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> Lt Col/Doe, Jane A./DSN 884-5555 (405) 734-5555		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> HEADINGS WILL BE THE FOLLOWING: (30 Lines Including Headings) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY Describe significant leadership accomplishments and how well he/she performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives/techniques developed by the member that positively impacted the unit and/or mission. Include results of AF/MAJCOM/NAF level inspections and/or evaluations. Include awards received (i.e. CGO of the Quarter, Maintenance Professional of the Year, etc.). SIGNIFICANT SELF-IMPROVEMENT Show how he/she has developed/improved skills related to primary duties (i.e. formal training, OJT, certifications, off-duty education related to primary duties, etc). Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties (i.e. class/course/degree enrollment and/or completion, grade point average). Cite any other relevant training or activity that significantly enhanced his/her value as a military member. BASE AND COMMUNITY INVOLVEMENT Define the scope and impact of his/her positive leadership and involvement in both the military and civilian community. Include leadership/membership/participation in unit advisory councils, professional military organizations, and events (i.e. President of CGOC, base dining-out committee, member of AFA, Sunday School teacher, etc). Annual award nominations are limited to 30 lines (3 heading lines plus 27 single-line bullets) total. The size of font style are preset in Form Filler/IMT (****Do not change these settings.****). No bold or italicized type is allowed. An acronym legend may be included at the bottom of 1206. ***All acronyms and abbreviations used will be listed in alphabetical order at the bottom of the page or on the back as necessary.***		